

**MERIT STAFFING  
VACANCY ANNOUNCEMENT**

**U.S. DEPARTMENT OF LABOR**  
An Equal Opportunity Employer

<b>Position:</b> Financial Systems Specialist  <b>Series/Grade:</b> GS-501-14	<b>Announcement No:</b> ETA 01-087
	<b>Opening Date:</b> 11/13/01
	<b>Closing Date:</b> 11/23/01
<b>Salary Range:</b> \$74,697 to \$97,108 (Includes Locality Pay)	<b>Number of Vacancies:</b> One
	<b>Bargaining Unit:</b> Outside Bargaining Unit
<b>Organizational/Geographic Location:</b> Employment & Training Administration Office of Financial & Administrative Management Office of Financial & Administrative Services Washington, DC	<b>Promotion Potential:</b> No
	<b>Civil Service Status Required:</b> Yes
	<b>Temporary Position:</b> No
	<b>Part-time Position:</b> No
<b>Duty Station:</b> Washington, DC	<b>Area of Consideration:</b> DOL Status Candidates Washington, DC

Detailed application instructions and an on-line application form are available on the Employment and Training Administration, Office of Human Resources web site at URL: <http://doleta.wdsc.org/jobs>.

**Position Duties and Responsibilities:**

The position is located in the Division of Budget, Office of Financial and Administrative Services, Office of Financial & Administrative Management. The incumbent reports directly to the Agency Comptroller and is actively involved in the development, analysis, implementation and interpretation of concepts, procedures, systems, controls and financial management for the Agency. Plans, leads and coordinates difficult and complex financial management projects to address both financial and nonfinancial matters that impact programs and the operation of agency financial and accounting systems. Develops, enhances and/or uses complex financial models, defines data requirements, collects and evaluates data and project future needs, requirements and activities. Identifies and uses a variety of software packages to obtain, analyze, integrate and present financial and performance information. These assignments frequently involve more than one or more of the divisions in the office, program and field offices, grantees and other stakeholders in and out of government.

**Qualification Requirements:** (Applicants must meet qualification, legal, and regulatory requirements for the position by closing date of this vacancy announcement.)

**Applicants must have one year of specialized experience equivalent to the next lower grade in the Federal service.**  
**Specialized experience is experience that has equipped the applicant with the particular knowledge, skills, and abilities to successfully perform the duties of the position to be filled (as listed in the above Duties and Responsibilities). Applicants may also qualify on a combination of education and specialized experience.**

**Time in grade requirements must be met.**

## CONDITIONS OF EMPLOYMENT

The following statements apply if checked:

<input type="checkbox"/> Requires a security clearance	<input type="checkbox"/> Subject to frequent overtime
<input type="checkbox"/> Requires a medical examination	<input type="checkbox"/> Subject to frequent travel
<input type="checkbox"/> Subject to financial disclosure requirements	<input type="checkbox"/> Requires a valid drivers license
<input type="checkbox"/> Requires a supervisory/managerial probationary period if the requirement has not been met	<input type="checkbox"/> Subject to geographic mobility
	<input type="checkbox"/> Subject to drug test prior to appointment

## METHOD OF EVALUATION

Applicants meeting the minimum qualification requirements for this position may be further evaluated against other job related factors to determine who will be referred to the selecting official. The rating and ranking of candidates to determine the best qualified will be accomplished by comparing the candidate's knowledge, skills and abilities against those of other eligible candidates for each of the evaluation factors. The most important factors will be designated by the letter (H), indicating high. These factors are essential to the successful performance of the duties of the position. The candidate's experience, training, awards and performance appraisal will be considered in the evaluation process. It is the responsibility of the applicant to provide all of the information needed by the closing date of this announcement. Current and/or past supervisors may be contacted unless specified otherwise. Applicants may be interviewed by a panel and/or the selecting official or his/her designee.

IT IS HIGHLY RECOMMENDED THAT ALL APPLICANTS ADDRESS EACH OF THE EVALUATION FACTORS LISTED BELOW.

**HOWEVER, FAILURE TO ADDRESS THESE EVALUATION FACTORS MAY IMPACT YOUR FINAL RATING OR RANKING.**

EVALUATION FACTORS: **Factors designated (H) are rated high.**

1. Expert knowledge of budgetary and financial management accounting and reporting systems with particular understanding emphasis on the integration of budgetary and financial management accounting and reporting.
2. Ability to analyze and evaluate financial policy, procedures and system matters and make sound recommendations.
3. Ability to identify, consider and resolve a variety of financial and/or budget related issues, questions and problems related to the agency financial management program.
4. Ability to learn and use a variety of software packages to obtain, analyze, integrate and present financial and performance information.
5. Analytical and quantitative skills demonstrating the ability to research, analyze and evaluate complex issue.

## HOW TO APPLY

You may submit an Optional Application for Federal Employment (OF-612), a resume **or** any other written format, including an Standard Form (SF) 171, you choose. Certain information is needed in order to evaluate your qualifications for the job, therefore, your application **must** contain the following information:

- Vacancy announcement number, title, series, grade for the job for which you are applying
- Full legal name and mailing address
- Daytime and evening telephone numbers
- For experiences most relevant to the position, include name of employer, dates of employment, job title, start and end dates, a description of your duties and responsibilities and hours worked per week for each job listed
- Title, series and grade and dates of highest Federal civilian position held
- For education, include name, city, and state of high school and colleges/universities attended as well as date of diploma or GED. Also include type and year of any degrees received and majors. If no degree, include total credits earned and indicate whether semester or quarter hours. Do not send transcripts unless checked below.
- To receive credit for relevant training, list seminar/course titles, dates, number of hours and name of the institutions from which training was received.

-Description of honors, awards, and special qualifications such as language skills, computer skills along with dates acquired, if relevant to position.

-If applying for reinstatement or transfer, attach a copy of the appropriate SF-50, Notification of Personnel Action, which confirms your status.

<p><b>The following material is required if checked:</b></p> <p><input checked="" type="checkbox"/> -- Most recent supervisory performance appraisal.</p> <p><input type="checkbox"/> -- College transcript.</p> <p><input checked="" type="checkbox"/> -- Copy of SF-50 to confirm status.</p> <p><input type="checkbox"/> B Other: A supplemental statement of the Evaluation Factors is desired.</p>	<p><b><i>Mail your application to, or secure forms or information from:</i></b></p> <p>U.S. Department of Labor Employment and Training Administration Office of Human Resources 200 Constitution Avenue, NW, Room S-5214 Washington, DC 20210 <b>Attn: Merfil Cuesta</b> Commercial: (202) 693-3922 Fax: (202) 693-3734 TTY: (202) 693-3924</p>
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***An incomplete application package may result in your being considered ineligible. To receive consideration for this opportunity, your complete application must be postmarked by the closing date of this announcement.***

#### **ADDITIONAL INFORMATION TO APPLICANTS**

All qualified candidates will receive consideration for this position without regard to race, color, religion, sex, age, national origin, disability, political affiliation, labor organization affiliation, marital status, sexual orientation, or other non-merit factors.

The Department of Labor welcomes and encourages applications from persons with physical and mental disabilities and will reasonably accommodate the needs of those persons.

-Use of postage paid government agency envelopes to file job applications is a violation of Federal law and regulation.

-If the position is announced with promotion potential, the incumbent may be promoted without further competition upon meeting legal regulatory requirements. However, promotion is not guaranteed and no promise is implied.

-Travel and relocation costs will be paid for employees of the Department for promotion. Other moves are payable if relocation is determined to be in the best interest of the government.